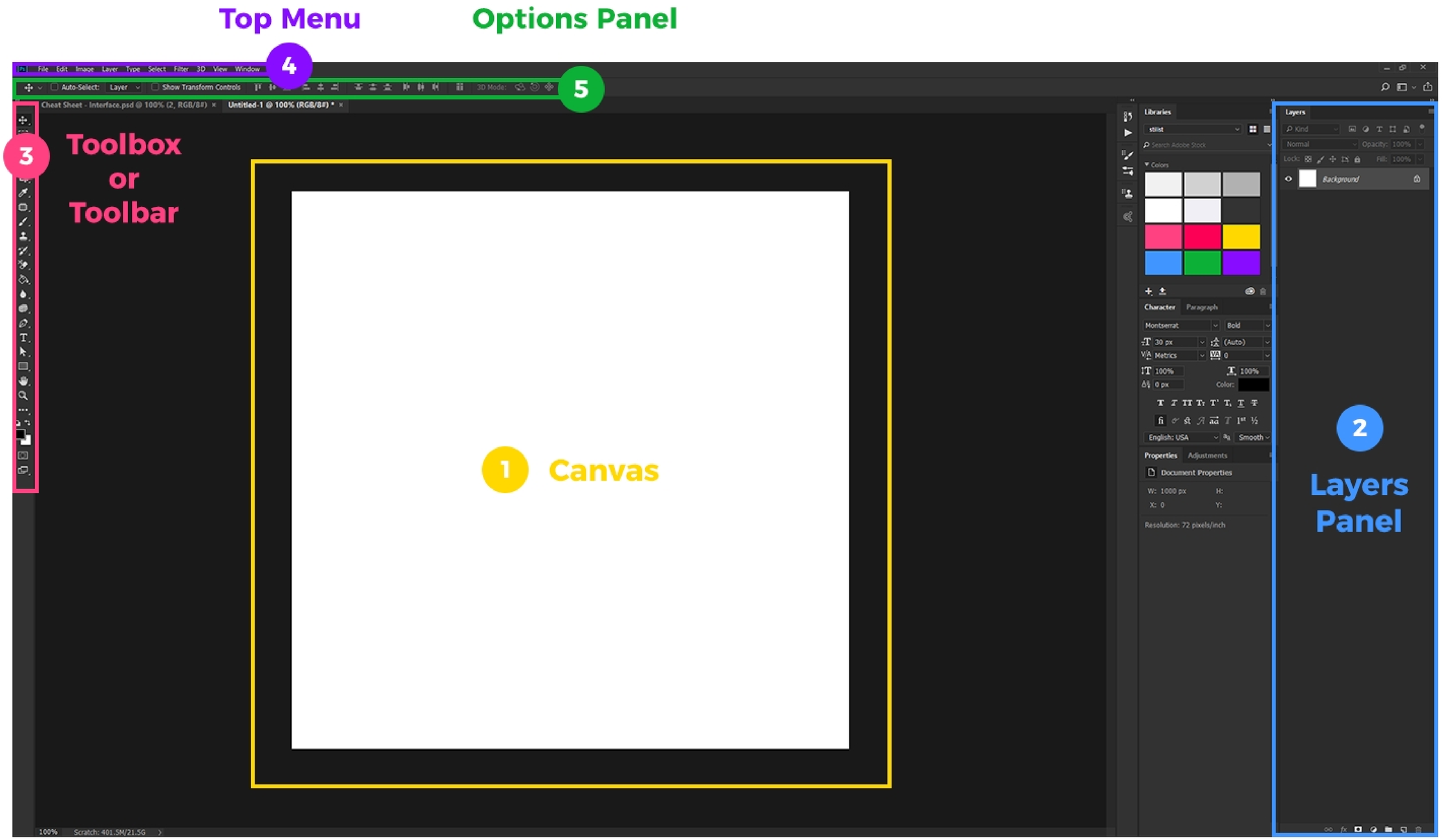
Ultimate Photoshop Training:
From Beginner to Pro
WORKBOOK – SECTION 2
Ps

Use Photoshop's Interface Efficiently



Customize Your Workspace

Essential points

• Start with the Essentials workspace. Please reset it.

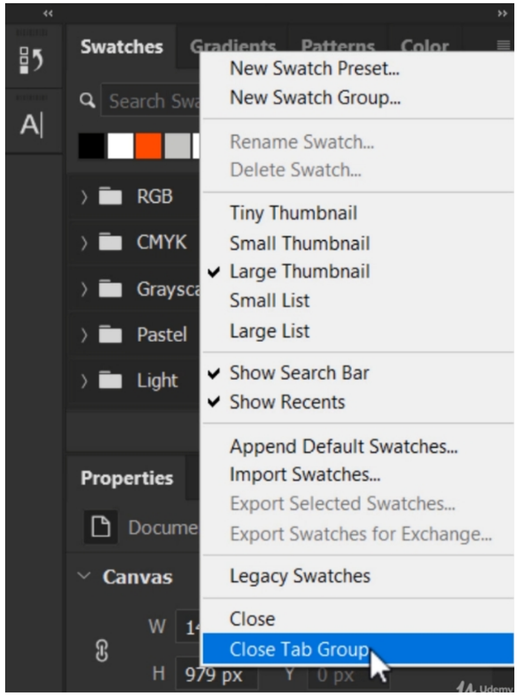
• Use the darkest color scheme;

• I recommend you use certain panels: Layers, Properties, Character

• Save your new workspace

• Maximize your canvas area - keep the toolbar in one row, don't show the rulers, don't make the panels too wide. This will really help you.

• Close all other panels by using Close or Close Tab Group:



Create a New Project

Essential points

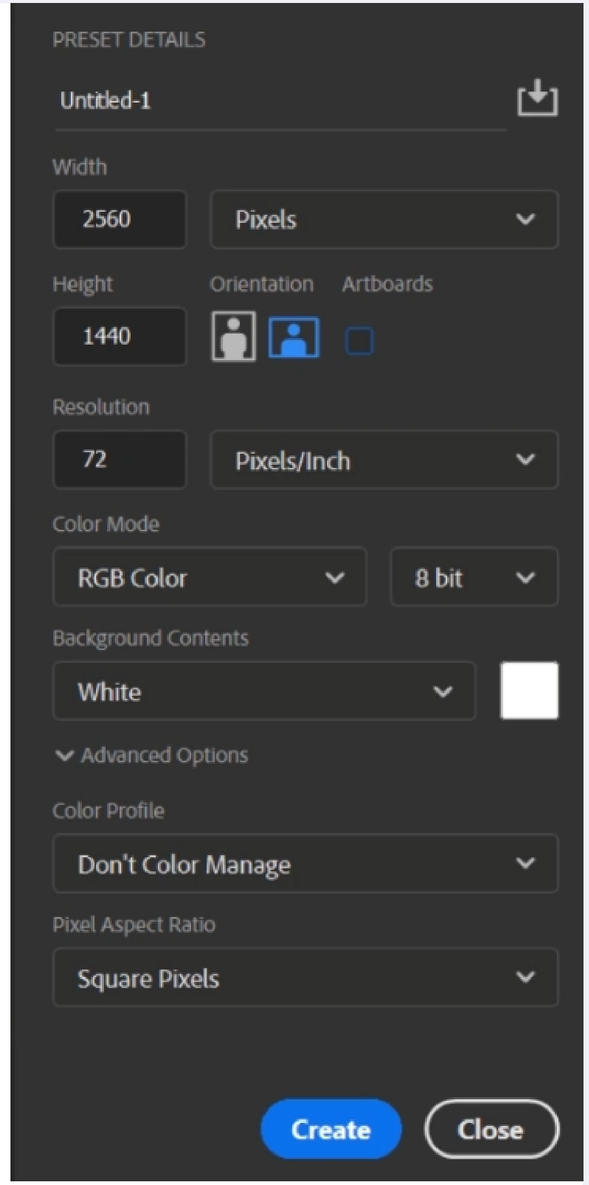
• Don't use artboards;

• Use the Web category, but disable artboards;

• Always use RGB/8 bit/72 pixels/inch unless I say otherwise;

• I don't recommend Templates;

• The canvas width and height can be changed at any point;



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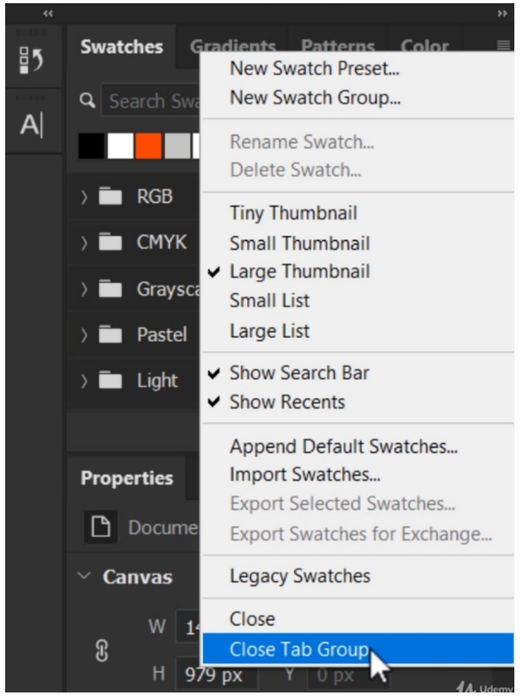

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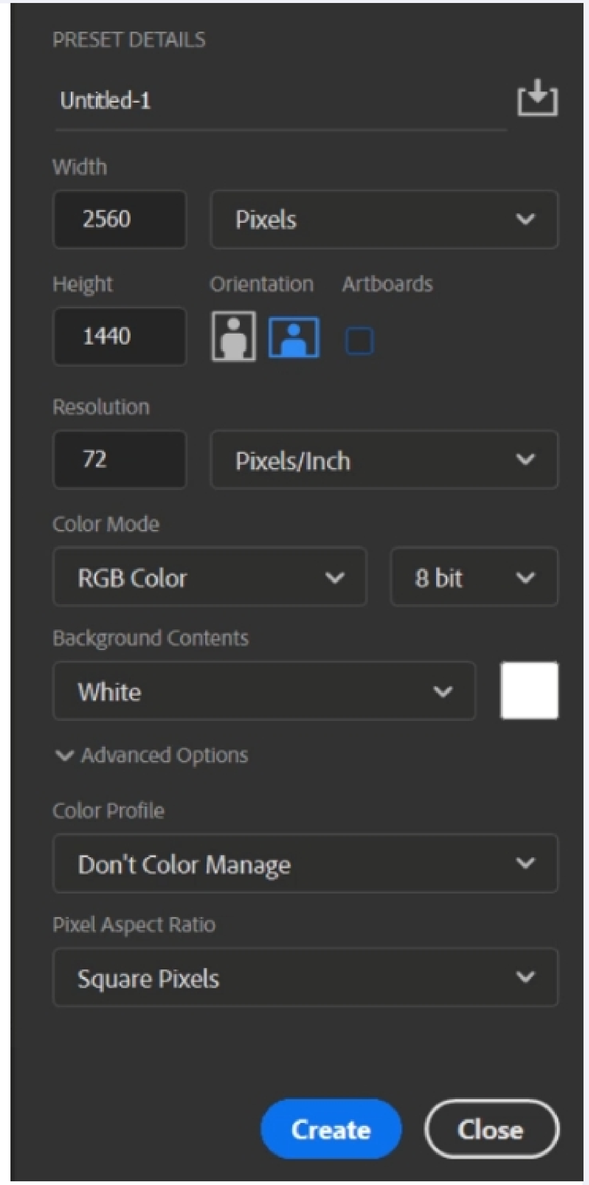


Save your Photoshop work

Essential points

- Once you start a project, save the PSD as soon as possible on your computer;
- Don't save things on your Desktop - personal advice;
- Don't use cloud documents unless you have a good internet connection;
- Don't use Save As for exporting as PNG/JPEG. Only use it to save PSD files;

SAVE PSD
To be able to edit it at a later point;

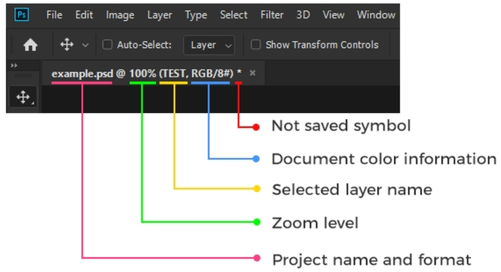
Export as PNG/JPEG
Share it with friends. We have a separate lecture about it.

Ctrl-S/Cmd-S
After you've saved your project, use this hotkey often.

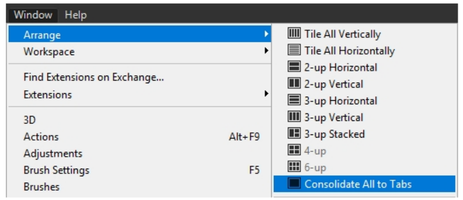
* in the title
You have unsaved work.

Get around Photoshop Fast

1 Project information
Get useful information about the project you're working on.


File Edit Image Layer Type Select Filter 3D View Window
Auto-Select: Layer Show Transform Controls
example.psd @ 100% (TEST, RGB/8#) *
Not saved symbol
Document color information
Selected layer name
Zoom level
Project name and format

2 Don't detach tabs. If they're floating use this option:
Window -> Arrange -> Consolidate All to Tabs



3 Using the Zoom tool (Z)
Hold "**Alt**" to zoom out. Release and click to zoom in.
Ctrl + 0: fit image to screen (no matter how big the image is)
Ctrl + 1: 100% zoom level

4 Move around
Hold down "**Space**" and your left mouse click. Your cursor will turn into a hand and now you can move around by dragging around. **Note**: this doesn't work if you're zoom level is to Fit On Screen (Ctrl + 0).

5 Fullscreen mode
Cycle through screen modes by pressing the "F" key.

Crop and Straighten Photos

Essential points

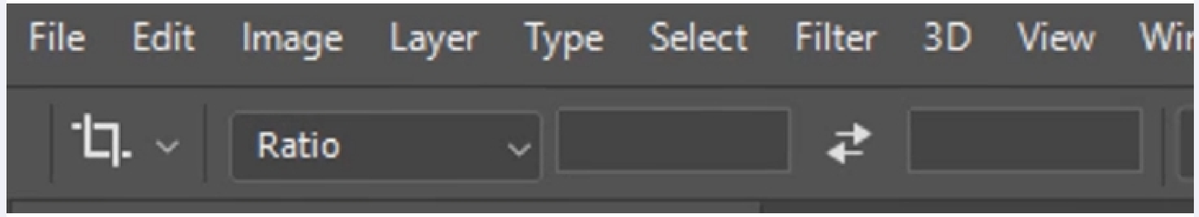
• Open the image with Ctrl+O. Don't drag and drop inside an existing project!

• Don't extend the canvas too much. Content-aware is limited in what it can do;

• If content-aware is not available, extend the canvas a bit more and/or right click the layer and choose 'rasterize layer';

• Keep the tool set to 'Ratio' in the options bar (top left side of Photoshop);

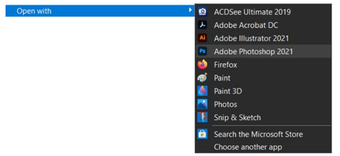
• Don't enable 'Delete Cropped Pixels' unless you know what you're doing;



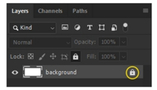
Open Images in 6 Ways

1 Right click your file -> "Open with"

This method will open your image as a locked layer.

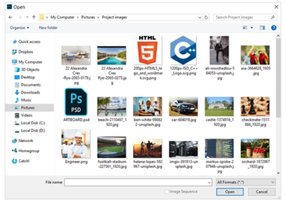


Double click the layer to unlock it



2 Using Ctrl+O - Recommended!

With the Photoshop opened, press **Ctrl + O** and browse for the file you want to open (any format)

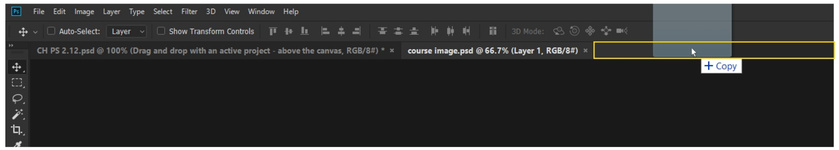


3 Drag and drop - no active project

Open Photoshop and drag your image inside it. You will get a locked layer.

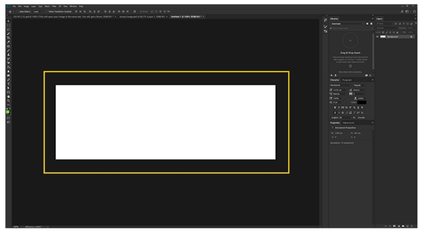
4 Drag and drop with an active project - above the canvas, underneath the options bar

This will open your image in a second tab. You will get a locked layer.


File Edit Image Layer Type Select Filter 3D View Window Help
Auto-Select: Layer
Show Transform Controls
CH PS 2.12.psd @ 100% (Drag and drop with an active project - above the canvas, RGB/8#) *
course image.psd @ 66.7% (Layer 1, RGB/8#)
Copy

5 Drag and drop with an active project - on the canvas

This will open your image in the same tab. You will get a Smart Object (a special layer type in Photoshop).



6 Drag and drop multiple files

Version A: **on** the canvas -> you will get multiple Smart Objects

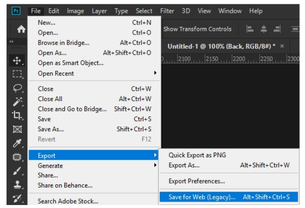
Version B: **above** the canvas -> each image will have its own tab

Export Your Work in 5 Ways

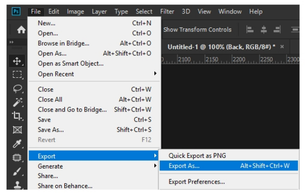
Essential points

- Alt + Ctrl + Shift + S/ Opt + Cmd + Shift + S => old method, not recommended;
- Alt + Ctrl + Shift + W/ Opt + Cmd + Shift + W => recommended;
- Quick Export from the layers panel - right click that layer/group;
- Export As from the layers panel - right click that layer/group;
- Adobe Generate - I'm not a big fan, it's useful for professionals;

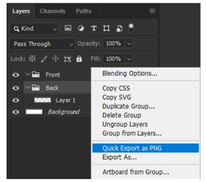
1. **Legacy (not recommended): Alt + Ctrl + Shift + S**



2. **Recommended: Alt + Ctrl + Shit + W**



3. **Quick Export as PNG / Jpeg**



4. **Export As ... from the layers panel**
   This method is great for exporting selected layers or groups.

Resize an Image

Essential points

- Alt + Ctrl + i / Opt + Cmd + i => resize the image, preferably in pixels or in percent;
- Ctr + T / Cmd + T => Free Transform, use Shift when needed;
- Don't enlarge a photo too much! 20-30% should be the maximum;

Summary:

1) In Photoshop CC 2019 - 2021: don't use Shift or you'll distort the image.

2) In Photoshop CS4 - CC 2018: you need to use Shift to maintain the image's aspect ratio.

The Powerful Properties Panel

Essential points

• In Photoshop CC 2021, you have new features. In older versions you don't;

• Everything in the Properties panel is a shortcut. You can do everything in it in other ways;

• The Properties panel is contextual - it changes what is shows based on what's selected in the layers panel;

• I suggest you use it for shapes and text layers;

• Resize it based on your screen resolution - make it taller or shorter;